



TSC - CPA

APPLICATION TO ERECT A CARAVAN PORT AT THEEWATER SPORTS CLUB

A. Before applying, please ensure that you are familiar with the Club by-laws (paragraph 8).

MAIN MEMBER'S NAME AND SURNAME	
MEMBER'S ACCOUNT NUMBER	
CONTACT NUMBER	
EMAIL ADDRESS	
SITE NUMBER	

B. The following application process needs to be followed with documentation supplied:

INCLUDED	MEMBER CHECK	GM CHECK
1. Site diagram indicating placement of caravan port in relation to boundaries and neighbours: <ul style="list-style-type: none">• 1 meter from site boundary• 2 meters from neighbours' cabins / caravans / caravan ports• Direction of your roof slope indicated with an arrow (point of arrow indicating lowest point where water run-off will be)		
2. Proof of payment of R 3 000 to TSC		

This is an application fee. 80% will be refunded on completion of a by-law compliant caravan port upon sign-off by GM and CCC.

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INCLUDED		MEMBER CHECK	GM CHECK
3. The Club-appointed draughtsman will provide a uniform wood or steel caravan port design that is compliant with Club by-laws, national and municipal building regulations as well as a detailed material specification list. Circle the design of your choice:			
WOOD	STEEL		
4. Proof of payment of R 1 800 to TSC This is the draughtsman's fee to supply the caravan port plan and submit it to the Department of Water and Sanitation (if applicable) and Theewaterskloof Municipality in an industry standard format that they will accept. The plan will indicate where the caravan port is situated on TSC owned or DWS leased property.			
5. Proof of payment of R 1 000 to TSC This fee is Theewaterskloof Municipality Building Department's plan submission fee for structures under 40 m ² . Please note that the Building Department only confirms the final fee on submission of plans. If the fee amounts to more than R 1 000, the additional cost will be deducted from the deposit amount refunded to the Member.			

- C. Once the above-mentioned documentation has been submitted to the Club (to manager@theewater.co.za), it will be forwarded to the Caravan and Camping Committee and finance department to complete their approval processes. Please note that you will need to be in good financial standing with the Club for your application to be approved.
- D. Upon their sign-off, the plans will be submitted to DWS and TWK Municipality. Once these plans have been approved, the Member will be notified by the General Manager and a permit will be issued to commence construction. No Member may start building without this permit.
- E. Members may pay the fees outlined above in a single payment to TSC.
 The Club's bank details are:
 ABSA current account number 277 083 0020
 Villiersdorp branch code 334 612
 Please use your surname and site number as a reference.

- F. By signing this application form, I agree to abide by the Club's application process, Club by-laws and any other compliance procedures deemed necessary by the Club or other authorities. I understand that draughting and municipal fees may change and I will be liable for such increases.

APPLICANT'S SIGNATURE	DATE

FOR OFFICE USE:

	DATE	GM SIGNATURE
PEGGING OF SITE		
SITE INSPECTION TO CHECK UNDERLYING INFRASTRUCTURE		
NEIGHBOURING SITES CHECK		
"BEFORE" PHOTOGRAPHS FOR RECORD KEEPING		

	DATE	CCC SIGNATURE
APPROVAL OF SITE DIAGRAM INDICATING POSITION OF CARAVAN PORT		SIGN: PRINT NAME:
APPROVAL OF APPLICANT'S PLAN AND DESIGN BEFORE DWS / TWK SUBMISSION		SIGN: PRINT NAME:

	DATE	FINANCE DEPT SIGNATURE
APPLICANT IN GOOD FINANCIAL STANDING AT THE CLUB?		SIGN: PRINT NAME:
R 3 000 APPLICATION FEE PAID?		SIGN: PRINT NAME:
R 1 800 DRAUGHTSMAN FEE PAID?		SIGN: PRINT NAME:
R 1 000 TWK BUILDING DEPT FEE PAID?		SIGN: PRINT NAME:

	DATE	CCC SIGNATURE
VISUAL SITE INSPECTION		SIGN: PRINT NAME:
"AFTER" PHOTOGRAPHS FOR RECORD KEEPING		SIGN: PRINT NAME:

It is hereby certified that the caravan port on site _____ belonging to member _____ has been completed in accordance with the TSC By-Laws and any other compliance procedures deemed necessary by the Club or other authorities.

GENERAL MANAGER'S SIGNATURE	DATE
CARAVAN AND CAMPING COMMITTEE CHAIR'S SIGNATURE: PRINT NAME:	DATE

***DETAILS OF SPECIAL CONDITIONS GRANTED BY THE CCC, GENERAL MANAGER OR BOARD WILL BE ATTACHED TO THIS FORM AND WILL BE FILED WITH THE APPLICATION.**

	DATE	FINANCE DEPT SIGNATURE
80% DEPOSIT RETURNED TO MEMBER? TSC ACCOUNT CREDITED? REFUNDED INTO MEMBER'S BANK ACCOUNT?		SIGN: PRINT NAME:
ADDITIONAL TWK BUILDING DEPARTMENT FEES DEDUCTED OFF DEPOSIT REFUND, IF APPLICABLE? TOTAL AMOUNT REFUNDED: R _____		SIGN: PRINT NAME: